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City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000

Fax (802) 865-7014

TTY (802) 865-7142

**BOARD OF FINANCE
MONDAY, JULY 9, 2012
CONFERENCE ROOM 12, CITY HALL
5:00 P.M.**

PRESENT: Mayor Weinberger; City Council President Shannon; Councilors Bushor and Paul; Interim CAO Sisson

ALSO PRESENT: Susan Leonard, HR; Mari Steinbach, Parks and Recreation; ACAO Goodwin; Steve Goodkind, Steve Roy, DPW; City Attorney Ken Schatz; Assistant City Attorney Richard Haesler; Michael Schirling, BPD; Joel Banner Baird, BFP; Carina Driscoll, Mayor's Office

ABSENT: Councilor Decelles

1. Agenda

Councilor Bushor and Mayor Weinberger made a motion to adopt the agenda as presented. The motion passed unanimously.

2. Public Forum

No one came forward to speak.

3. Policies and Fees – Parks

Mari Steinbach, Director of Parks and Recreation, outlined changes to her memo resulting from a public forum held by the Parks Commission. The decision was made to pull the Waterfront Park Special Events fees from consideration until further discussions can take place. The Board of Finance and City Council will consider those fees separately at a later date.

Mayor Weinberger inquired how this will impact the budget. Ms. Steinbach stated they have outlined areas where changes will come from, though they have not totaled them. The area likely to see the largest impact is Waterfront Park fees. The overall impact will be about \$50,000 of additional revenue. Mayor Weinberger inquired if these are already reflected in the budget. Ms. Steinbach stated many of these are included in the budget. Interim CAO Sisson inquired if there will be shortfalls if the fees that they intended to increase are not actually increased. Ms. Steinbach stated some of these fees have already been put into place. There would be some budget shortfalls if all of the fees were to be reconsidered. That would be about \$15,000-\$20,000 that the department would have to review. There could be shortfalls for the next spring's waterfront events, but there would be time to put forth an alternative plan if necessary.

Councilor Bushor stated there is a memo outlining the process, but would like to see a written policy for developing fees. She stated the fact that all of the members of the Parks and Recreation

Commission were not present for the vote indicates that there is not a strong endorsement. She inquired if it would be possible to get their feedback. Ms. Steinbach stated they could wait to approve the fees until there is a full Commission Meeting.

Mayor Weinberger inquired if the meeting at which the vote took place was the first time the Parks Commission had discussed this issues. Ms. Steinbach stated they had some informal discussions, but their previous meeting was the first time they had a formal vote and public forum.

Councilor Bushor inquired if the Parks Commission is going to consider the policy, and stated it would be important to know if fees are competitive with surrounding communities. Ms. Steinbach stated the Parks Department has that information available. Councilor Bushor suggested that should be considered when setting a policy. Councilor Bushor inquired about fees at Paquette Arena and 242 Main. Ms. Steinbach stated arena fees are comparable to the surrounding area. There are few rentals at 242 Main and it is comparable to similar facilities across the City.

Ms. Steinbach stated that the intention is to set a policy for a fee schedule that would be approved by the City Council each year when developing the budget. This would simplify the process by consolidating how Parks Fees are approved.

Interim CAO Sisson inquired if any of the Parks Commissioners had asked questions about this since the meeting. Ms. Steinbach stated they had not.

City Council President Shannon and Councilor Bushor made motion to approve and recommend to the City Council the memo on fee schedule. The motion passed unanimously.

4. Step Placement for Assistant to the Mayor for Operations and Communications – HR

The Board addressed an item requesting a step placement for the Assistant to the Mayor for Operations and Communications at step 7

5. Step Placement for Assistant to the Mayor for Open Government, Innovation, and Mayoral Initiatives – HR

The Board addressed an item requesting a step placement for the Assistant to the Mayor for Open Government, Innovation, and Mayoral Initiatives at step 5.

Councilor Bushor and Paul moved to approve both agenda items 4 and 5. The motion was approved unanimously.

6. Communication re: Employee Benefits Agreements

- a. Blue Cross**
- b. Delta Dental**
- c. Lincoln Financial Contracts for FY13**
- d. Premium Equivalent and Payroll Deduction Amounts**

Interim CAO Sisson stated that items A – C are still in a three year contract. Only the stop loss adjustments were negotiated this year. A piece of the contract is changing, though it is still the same contract. This is the final year of three year contracts negotiated in 2010.

Councilor Paul inquired if this had been addressed in previous years. Interim CAO Sisson stated there was no change last year. ACAO Schrader stated there was also an 18% increase last year. Susan Leonard, HR, stated that this was negotiated and clearly defined in the first two years of the contract. The contract did not address the third year. Councilor Paul inquired if there is a need for a vote because there is already a contract in place. Ms. Leonard stated this will authorize her to sign the contract because it is higher than the amount set in the policy.

Council President Shannon stated there is a renegotiation within the contract and the Board of Finance should vote on it.

City Council President Shannon and Councilor Paul made a motion to approve items A-C.

Councilor Bushor stated this will change contributions from employees. Any time there is an impact to an employee, Board of Finance should be made aware. The Council should be involved in union negotiations. Ms. Leonard stated that negotiations were only with Blue Cross and Delta Dental and will not affect the union.

Council President Shannon and Councilor Bushor make a motion to approve agenda items A-C and to accept agenda item D and recommend City Council approval. The motion passed unanimously.

7. Updates to Police Unified Pay Scale – HR

Mayor Weinberger stated that after being previously tabled for further discussion, the proposal is ready for discussion and approval.

Councilor Bushor stated that the resolution was very clear and well written. City Attorney Ken Schatz stated that the HR and Legal aspects were reviewed to meet the Fair Labor and Standards Act.

Councilor Bushor and Council President Shannon moved motion to approve and recommend to City Council. The motion passed unanimously.

8. FY13 Update of Five-Year Capital Plan Financed with Debt

Steve Goodkind, Public Works, presented revisions to the FY2012 – 2016 capital program. Steve Roy is the program manager. This program is part of an effort to set a list of priority projects. This is a priority list and includes projects with a score and lists what year they will be completed in and how much they will cost. If a project does not get completed, the money will roll over with it to the next year.

City Council President Shannon commented on Hevey property lease. Interim CAO Sisson stated the City entered a lease on this property with the option to purchase it. There is no need for the

property and the City released the option to buy. City Council President Shannon stated she thought there was a plan for this. Mr. Goodkind stated it was not used and the owner's trailers remained on it. City Council President Shannon stated the Council agreed to this and does not recall having received an update. She requested this update. Mr. Goodkind stated there is no funding in future years because the option to buy is done. Interim CAO Sisson stated there have been discussions about how to use that property.

Councilor Bushor inquired how much money was dedicated to projects that will be carried over. She also requested a narrative update on each project's progress, whether or not the project was completed, and how much will be carried over to the next year. Mr. Goodkind stated that FY13 has \$2 million left to spend from FY12. Interim CAO Sisson stated it would be nice to see whether a project was completed and if it was over or under budget. Mr. Goodkind stated this sheet is not designed to give a project by project breakdown. Steve Roy, DPW, stated many projects were suspended because of repairs to flood damage. Councilor Bushor requested a summary of all projects in progress for FY12. She stated she would like to know what projects got done and if not, why they were not completed. Mr. Roy stated he will provide the report.

Mr. Goodkind stated they are still working through the high priority items and hoping to complete them within a few years. Code problems also take priority. There have been discussions about purchasing software to help evaluate City buildings and future repair needs. Mayor Weinberger stated the FY13 budget will make real progress on the high priority list.

Councilor Bushor inquired about expenditures for the Miller Center in FY13. Mayor Weinberger stated it was for the daycare center. Mr. Goodkind stated this was the best funding source for that project.

City Council President Shannon stated \$1.2 million is dedicated to hard wired smoke detectors, CO2 detectors, and electrical panels at the Fire Stations. It is ironic that there are this many fire code violations. Mr. Goodkind stated the department realized their rules also applied to their own sleeping areas.

Councilors Bushor and Paul made a motion to recommend approval of the budget to the City Council.

Mayor Weinberger stated the Fire Station issue is interesting, and there should be discussions about spending money on the downtown Fire Station before a final decision is made on its future use. Councilor Paul suggested postponing the vote on FY13 Capital Plan. Mr. Goodkind stated they can work on other projects before making that decision.

Councilor Bushor requested the FY13 project list. She inquired about the impact of delaying this vote until August. Mr. Roy stated it would not be problematic. ACAO Goodwin stated there is an issue with bonds that funds must be spent within two years. Councilor Bushor stated she would like to move forward with the plan and discuss a list of projects for approval later in the year. Mr. Goodkind stated there are more projects than they can handle in a year. Mr. Roy outlined a project that needs to be completed right away. Mr. Goodkind stated these are estimates and each project will need to be approved individually by Board of Finance and City Council.

The motion passed unanimously.

Without objection, Mayor Weinberger adjourned the meeting at 6:12 p.m.